

**CITY OF ROCKVILLE  
FINANCIAL ADVISORY BOARD**

DATE: July 9, 2013

*Blue Crab Room*

TIME: 7:00PM

**Board Meeting  
MINUTES**

PRESENT: Board Member, Lee Babcock; Board Member, Teng Chamchumrus; Board Member, Kavita Dawson; Board Member, Clark Kendall; Board Member, Art Stigile; Mayor Phyllis Marcuccio; Barb Matthews, City Manager; Gavin Cohen, Staff Liaison.

ABSENT: None

The meeting commenced at 7:00 p.m.

I. Mayor Phyllis Marcuccio

The Mayor welcomed all the members of the Board and explained the importance of the Board and its role for the City. She explained that the Mayor and Council are looking for financial recommendations and advice on topics that are important to the City. The Mayor thanked the members for volunteering their time to serve.

The Mayor told the Board that Councilmember Bridget Newton would serve as their liaison from the Mayor and Council.

II. Introduction of Members

Each Board member and attendee gave a brief introduction of themselves and their professional experience in the order of Stigile, Kendall, Chamchumrus, Dawson, Babcock, Marcuccio, Matthews, Cohen.

III. City Code Section 2-236-2.241 Duties and Responsibilities

Mr. Cohen gave the Board a brief introduction to the City Code sections that formed the Board emphasizing the role of the chairperson. Mr. Cohen read briefly Sec 2-241 – Duties and Responsibilities to the Board.

IV. Boards and Commissions Guidelines and Procedures

Mr. Cohen presented the Board with the Mayor and Council adopted guidelines and procedures. Mr. Cohen stated that the Board could adopt their own operating guidelines as needed within this framework. Mr. Cohen emphasized the role of the chairperson for the Board, his own role as liaison to the Board, and the Board's contacts with City Clerk, and staff.

## V. Role of Chairperson

Mr. Cohen emphasized the importance of the role of chair in running the Board meetings and setting the agenda. Due to the independence of the Board, the chair will need to put time and effort in for the Board to succeed.

Mr. Babcock first made a motion to nominate Mr. Stigile, who declined the nomination. After Board discussion, Mr. Babcock nominated Ms. Dawson to be chair of the Board. The nomination was seconded by Teng and the vote was unanimous.

MOTION: Babcock

SECOND: Chamchumrus

VOTE: 5-0

Ms. Dawson appointed Mr. Stigile as vice-chair to conduct business in her absence when needed.

## VI. Meeting Calendar 2013, 2014

The Board decided that meetings will be held once a quarter on the 1<sup>st</sup> Tuesday of March, June, September, and December. Should the meeting fall on a holiday like Labor Day, the meeting will move to the following Tuesday.

Meeting times will be at 6:30pm.

The meeting schedule for the next year is as follows:

September 10, 2013

December 3, 2013

March 4, 2014

June 3, 2014

September 9, 2014

December 2, 2014

The Board will hold additional meetings as needed.

## VII. Future Agendas

Ms. Dawson held discussion with members over topics to discuss for their next meeting. After discussion the Board set the following agenda:

- I. Approval of Minutes
- II. General Discussion on Budget/CIP/CAFR/PAFR
- III. Special requests from the Mayor and Council
- IV. Pension Discussion
- V. Future Agendas

FOLLOW UP REQUIRED: Mr. Cohen will update the Board contact list, provide links to the City financial documents, engage the Mayor and Council on the appropriateness of documents being distributed to the Board prior to the formal Mayor and Council agenda.

The meeting was adjourned at 8:48 p.m.